



**AGENDA  
CITY COUNCIL - WORKSHOP  
MAPLE PLAIN CITY HALL  
March 09, 2026  
5:30 PM**

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- 1. CALL TO ORDER**
- 2. ADOPT AGENDA**
- 3. DISCUSSION**
  - A.** Pedestrian Safety on Gateway Blvd
  - B.** City of Maple Plain Water Supply Plan
  - C.** 2026 Proposed Field Rental Rates & Requests
- 4. COUNCIL REPORTS**
- 5. FUTURE WORKSHOP TOPICS**
  - A.** Parking Regulations
  - B.** City Council Salaries
  - C.** 5 Year Finance CIP
  - D.** Ordinance 343 Amending City Code Chapter 6, Article 2 Nuisance Violation
  - E.** Ordinance Amending Maple Plain City Code Regarding The Maple Plain Fire Department
  - F.** Meeting Minutes -Structure and Content
- 6. ADJOURNMENT**



**Executive Summary**  
City Council Workshop

<b>AGENDA ITEM:</b>	Pedestrian Safety on Gateway Blvd
<b>PREPARED BY:</b>	Matt Bauman, Assistant City Engineer Kevin Larson, Assistant City Administrator
<b>RECOMMENDED ACTION:</b>	<b>Discussion</b>

**Summary:**

Please see the memo from the Assistant City Engineer Matt Bauman. The intent of this workshop is to be a working session to elicit dialog and direction from the council.



Real People. Real Solutions.

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Chaska, MN 55318-1172

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Bolton-Menk.com

## MEMORANDUM

**Date:** March 3, 2026  
**To:** Honorable Mayor and City Council  
**From:** Matt Bauman, P.E.  
**RE:** Gateway Boulevard Traffic Calming/Pedestrian Crossings Options

Attached is a matrix summary of options to be considered to help improve pedestrian crossing safety along Gateway Boulevard, particularly in the mall area with the parking lot on the south side of the road and mall on the north side.

Our recommendation, based on price verse driver effect is listed in order below:

1. Pedestrian stop delineator
2. Solar flashing pedestrian signage
3. Post mounted delineators for bumpouts
4. Solar flashing push button pedestrian signage
5. Permanent bumpouts

The roadway width varies based on location, but is generally 24' of pavement. Delineators can be used to effectively narrow the driving lanes by another foot or two to help reduce speeds.

Non-solar flashing lights are an option as well, but require a power source and will need to disturb more sidewalk and pavement to install.

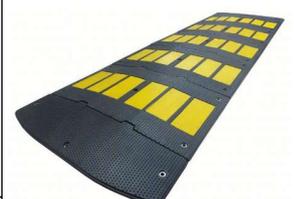
Options included, but not recommended because of winter plowing issues:

- Temporary speed bumps
- Permanent speed bump/tabling options

I will be at the upcoming council workshop to discuss the pros and cons of each option in more detail.

Crossing Options	Pros	Cons	Price	Source	Notes	
<b><u>Pavement Options</u></b>						
Bumpout		Reduces speed by narrowing lane and defining crossings	Expensive. Doesn't work well with parking lot layout and roadwidth	~\$10k	Estimate	
Tabling (Wide Speed Bump)		Clear crossing area. Reduces speed.	Drainage issues, Design is critical - if too gradual, may not slow traffic enough, Expensive and permanent	~\$5k+	Estimate	
Concrete Table/Speed Bump		Longest lasting	Plowing issues, Design is critical, Expensive and Permanent	~\$5k-\$10k	Estimate	
<b><u>Signs</u></b>						
Solar flashing ped sign		Draws attention. Uses existing poles (confirm height requirements). No power lines.	Always on - Drivers will get used to them.	\$2,908.26	Grainger	Needs Pole
Solar flashing push button ped sign		Draws attention when in use. No power needed.	Price. Not linked.	\$7,326.08	Grainger	Needs Pole
Non solar flashing signs		Same as above.	Need power source and additional surface disturbances	Varies		
Pedestrian Stop Delineator (mount)		Cheap. Narrows lane.	Winter plowing.	\$855.13	Grainger	
Pedestrian Stop Delineator (mobile)		Cheap. Narrows lane. Movable.	Moved/knocked over in winter.	\$739.57	Grainger	

Other Trials

<p><b>Post Mounted Delineators</b></p>		<p>Cheap. Trial basis.</p>	<p>Easily damaged/ run over.</p>	<p>\$70 x (##)</p>	<p>Grainger</p>	<p>+ hardware, total price dependent on layout</p>
<p><b>Temp Rubber Speed Bump</b></p>		<p>Cheap. Trial basis. Gets attention. Reusable for other locations.</p>	<p>Winter plowing issues</p>	<p>\$1,459.82</p>	<p>Grainger</p>	<p>2 @ 10'</p>



**Executive Summary**  
City Council Workshop

<b>AGENDA ITEM:</b>	City of Maple Plain Water Supply Plan
<b>PREPARED BY:</b>	Matt Bauman, Assistant City Engineer
<b>RECOMMENDED ACTION:</b>	<b>Discussion</b>

**Summary:**

Please see the memo from the Minnesota Department of Natural Resources. In the review of the City of Maple Plain Water Supply Plan, it was noted that the unaccounted-for water volumes of the City of Maple Plain have at times exceeded 40% of all the water pumped from its wells, but that the unaccounted-for water volume dropped below 10% after the water meters in the City of Maple Plain were replaced. Since 1996, the Water Supply Plans have set a water conservation goal of less than 10% of the pumped water being unaccounted-for. The DNR requests that the City of Maple Plain attempt to maintain the reduced volume of unaccounted-for water by following the measures presented in the attached AWWA brochure on reducing the unaccounted-for water volume. Water Appropriation Permit 1977-6403 authorizes the use of up to 110.0 million gallons of water annually for the municipal water supply of the City of Maple Plain. Water Appropriation Permit 1977-6403 requires that the City of Maple Plain measure, record, and submit to the DNR daily water levels from the three production wells of the City of Maple Plain. The water level data should be sent to Region3SWaterData.dnr@state.mn.us in the Ground Water Level Monitoring Spreadsheet (also available on the DNR Water Appropriations webpage) on an annual basis when the City of Maple Plain is reporting water use volumes.

**Direction needed**

The intent of this workshop is to discuss the water supply plan with the potential to bring it to the business meeting for approval.

**Exhibits**

- A. Letter from the DNR approving the Water Supply Plan that the DNR received from the City of Maple Plain on June 17, 2025.
- B. Copy of the Certificate of Adoption for the water supply plan.
- C. Best Practice in Water Loss Control



Minnesota Department of Natural Resources  
Ecological and Water Resources  
1200 Warner Road  
St. Paul, MN 55106

March 2, 2026

City of Maple Plain  
c/o Robert Schoen, City Administrator  
505 Independence Street  
Maple Plain, MN 55359

**RE: Water Supply Plan Approval, City of Maple Plain, Appropriation Permit No. 1977-6403**

Dear Mr. Schoen:

In accordance with Minnesota Statutes, Section 103G.291, Subdivision 3, and on behalf of the Commissioner of the DNR, I hereby conditionally **approve your Water Supply Plan that was received by the DNR on June 17, 2025**. The changes to Table 10 are approved. The City of Maple Plain will be notified to submit an updated water supply plan to the DNR before December 31, 2030. The approval of the City of Maple Plain water supply plan dated June 17, 2025, will expire when the DNR notifies the City of Maple Plain to update the City of Maple Plain water supply plan.

During the review of the City of Maple Plain's June 17, 2025, Water Supply Plan, the DNR noted the following:

*Monitoring*

The DNR is pleased to see that the City of Maple Plain is collecting multiple daily water levels from the production wells of the City of Maple Plain. We ask that the City of Maple Plain submit the water level data to [Region3WaterData.dnr@state.mn.us](mailto:Region3WaterData.dnr@state.mn.us) in the [Ground Water Level Monitoring Spreadsheet](#) (also available on the [DNR Water Appropriations webpage](#)) on an annual basis when reporting water use volumes as required by Water Appropriation Permit 1977-6403. When the DNR has received the surveyed elevations of the wells and the measuring points for the water levels, the DNR will place the water level information that has been

received from the City of Maple Plain into a database. Once the information is in the database, the City of Maple Plain may request the water level information from the DNR.

*Unaccounted-For Water Volume*

For the last thirty years, the local water supply plans have had a goal for unaccounted-for water of 10% or less of all the water pumped. The City of Maple Plain Water Supply Plan dated June 17, 2025, indicates that the City of Maple Plain's unaccounted-for water volume was as high as 41% of all the water pumped, but declined to less than 10% of all the water pumped in 2016 and 2017 after the water meters in the City of Maple Plain had been replaced. The DNR urges the City of Maple Plain to replace the water meters in the City of Maple Plain more frequently (the American Water Works Association recommends that residential meters be replaced or tested every 10 years) to maintain low unaccounted-for water volumes. The City of Maple Plain should remember that when the unaccounted-for water volumes exceed 40% of the total water pumped, nearly half of the money spent to produce the drinking water of the City of Maple Plain is also lost. Reducing the unaccounted-for water volume of the City of Maple Plain will save the City money.

Thank you for your efforts in planning for the future of the City of Maple Plain's water supply and for conserving the water resources of the State of Minnesota. If you have any questions or need additional assistance with the City's water appropriation permit, please contact me at (651) 259 - 5877.

Sincerely,

**Joseph  
G. Richter** Digitally signed by  
Joseph G. Richter  
Date: 2026.03.02  
11:26:42 -06'00'

Joseph G. Richter  
District Appropriation Hydrologist

- cc: Ryan Toot, EWR North Metro Area Hydrologist
- Megan Moore, DNR Region 3 South District Supervisor
- John Gleason, DNR Hydrologist Supervisor
- Minnesota Permitting and Reporting System (MPARS)

**CERTIFICATE OF ADOPTION  
WATER SUPPLY PLAN**

City or Water System Name:

Name of Person Authorized to Sign  
Certificate on Behalf of the System:

Title:

Address:

Telephone:

E-mail:

*I certify that the Water Supply Plan approved by the Department of Natural Resources has been adopted by the city council or utility board that has authority over water supply services.*

Signed:

Date:

[Submit Certificate of Adoption through MPARS](#)

Or mail this certificate to: DNR Waters  
Water Permit Program Supervisor  
500 Lafayette Road  
St. Paul, MN 55155-4032

9/6/17



# Best Practice in Water Loss Control: Improved Concepts for 21st Century Water Management

In 2003 the American Water Works Association (AWWA) adopted improved best practice methods for defining and measuring water loss in water distribution systems. This transition into a new era of effective water management marked a departure from previous terms and practices no longer useful to the industry. The following explains this departure from obsolete practices and articulates key points and best practices in water loss control today.

## Improved Terminology: Non-revenue Water

In 2003 AWWA abandoned use of the term “unaccounted-for” water (UFW) because all volumes of water supplied within a distribution system go toward either beneficial consumption or wasteful loss. *All water sent into the distribution system can be accounted for.* Today, the industry term favored by AWWA and its Water Loss Control Committee when quantifying water loss is “non-revenue” water (NRW).

**NRW is specifically defined to include the sum of specific types of water loss and any authorized, unbilled consumption that occurs within water distribution systems.**

## Enhanced Performance Indicators to Measure Progress

Although percentage indicators—typically the ratio of authorized customer consumption to distribution system input—still exist in the industry, AWWA discourages use of percentage indicators, such as the “unaccounted-for” water percentage. Using percentage indicators to assess water loss in distribution systems gives a misleading and unreliable measure of utility performance because a percentage indicator

- › is greatly affected by changing levels of customer consumption
- › cannot distinguish among the specific components of non-revenue water occurring in a distribution system
- › reveals nothing about water volumes and associated costs (the two most important factors in assessing water waste within a distribution system).

Today, the industry best practice for water loss auditing created by the International Water Association (IWA) and AWWA now quantifies **several key performance indicators, which provide vastly superior means for assessing water loss performance in distribution systems, while recognizing that contributing factors and potential corrective measures are specific to each water utility.**



**American Water Works  
Association**

*Dedicated to the World's Most Important Resource™*

The following table provides a guide to the most up-to-date industry best practices and water loss control terminology.

Editorial Guide for Use of Up-to-Date Water Loss Control Terminology		
INCORRECT	CORRECT	WHY
Unaccounted-for water (UFW)	Non-revenue water (NRW)	All water entering a distribution system can be defined as a component of either authorized consumption or water loss
% of system input volume to measure water loss performance	Suite of key performance indicators for water loss as outlined in IWA/AWWA audit method (As an example: gal/service connection/day)	A %-based expression obscures the underlying causes of water loss and impedes realistic solutions based on system specifics

It is important to understand that all water utility distribution systems incur leakage (real losses). Similarly, all water utilities fail to recover revenue from all of the water that is (or should be) billed to customers (apparent losses). Although every system is unique, all water utilities should employ leakage control and revenue recovery programs that strive to keep losses contained to appropriate, economically justified levels. AWWA's Manual: *Water Audits and Loss Control Programs* (M36) and the [AWWA FREE Water Audit Software](#) provide a robust pathway for utilities to develop data-driven programs to cost-effectively manage all water loss components (apparent and real) in distribution systems, as shown below in the IWA/AWWA Water Balance.

The IWA/AWWA Water Balance						
Volume From Own Sources (corrected for known errors)	System Input Volume	Water Exported (corrected for known errors)	Billed Water Exported			Revenue Water
		Water Supplied	Authorized Consumption	Billed Authorized Consumption	Billed Metered Consumption	Revenue Water
Water Losses	Real Losses			Unbilled Authorized Consumption	Billed Unmetered Consumption	
		Water Losses	Real Losses	Apparent Losses	Unbilled Metered Consumption	Non-revenue Water
Unbilled Unmetered Consumption						
Customer Metering Inaccuracies						
Water Imported (corrected for known errors)	System Input Volume	Water Supplied	Water Losses	Real Losses	Apparent Losses	Unauthorized Consumption
						Systematic Data Handling Errors
						Leakage on Transmission and Distribution Mains
Water Imported (corrected for known errors)	System Input Volume	Water Supplied	Water Losses	Real Losses	Apparent Losses	Leakage and Overflows at Utility's Storage Tanks
						Leakage on Service Connections up to the Point of Customer Metering

NOTE: All data in volume for the period of reference, typically one year.



## Executive Summary

### City Council Workshop

<b>AGENDA ITEM:</b> 2026 Proposed Field Rental Rates & Requests
<b>PREPARED BY:</b> Jacob Schillander, City Administrator
<b>RECOMMENDED ACTION:</b> Discussion

#### Summary:

At our last workshop we discussed rates for the organizations that use the Softball fields and Timpe Field, direction from the Council was to re-coup our water cost for watering Timpe Field, included in the packet is what staff believe to be a fair and equitable way to split that cost between users.

#### Council Direction Needed:

- Staff would like Council to review and agree with the proposed rates.

City staff recently met with representatives from the Orono Baseball Association (OBA), Orono High School baseball/softball programs, and the Diamond Devils to discuss field use, facility enhancements, and potential donor/booster-funded capital improvements. The groups expressed significant interest in contributing privately funded upgrades to City-owned athletic facilities.

This Executive Summary outlines non-operational, policy-level requests that require Council direction before staff can proceed. Operational matters (field maintenance, scheduling, etc.) are excluded.

### 1. Donor-Funded Capital Improvements

#### A. New Batting Cage at Tempe Field (Fully Donor-Funded)

A private donor intends to fund a new covered batting cage near the existing cage at Tempe Field.

City asked to provide: site approval, review, and authorization for construction on City property.

Council Direction Needed:

- Should the City accept this donor-funded improvement on City property?

**2. Booster-Funded Enhancements**

**A. Scoreboard Replacement (~\$35,000)**

Boosters are prepared to raise funds for a modern scoreboard, potentially including sponsor advertising panels. The city already has \$10,000 that was donated towards the purchase of a scoreboard.

Council Direction Needed:

- Does Council support booster-funded scoreboard replacement?
- Should sponsorship/advertising be allowed on the scoreboard, and under what standards?

**B. Field Lighting (Concept-Stage)**

Boosters expressed interest in exploring a fundraising effort for field lights.

Council Direction Needed:

- Is the City supportive of installing field lighting?

**C. Windscreen Replacement**

Groups are interested in replacing worn-out windscreens, with boosters potentially funding some of the cost, and providing the labor to put them up.

Council Direction Needed:

- Should the City participate in cost sharing?

**3. Long-Term Facility Concepts (Exploratory)**

**A. Covered Grandstand with Potential Amenities**

Boosters discussed, at a conceptual level, a long-term grandstand project that could include integrated restrooms or concession space.

Council Direction Needed:

- Would the City be open to exploring a privately funded grandstand concept?

**4. Sponsorship & Advertising Policy Requests**

High school and OBA representatives requested clarity on the City’s policies for sponsor banners, player posters, scoreboard advertising, and fundraising tied to sponsorship rights. I have included the current policy we have on record in regard to advertising.

Council Direction Needed:

- Does the Council want to modify or change the current policy on record?

## **5. Storage & Facility Access**

### **A. Storage Shed at Rainbow Fields**

Softball representatives requested a small shed for rake and equipment storage.

Council Direction Needed:

- Does the council want to allow this?

## **6. Projects for Spring**

We have a few projects slated for this spring

- Replacing the Dugout Roofing
- Replacing the Line Drive Fencing on the dugouts

Organization	Total Uses (All Fields)	Timpe Field Uses	Base Rate per All Use	Timpe Surcharge per Timpe Use	Water Surcharge (Hybrid)
Orono Baseball Association	188	4	\$4.80	\$140.35	\$1,463.08
American Legion	0	0	\$4.80	\$140.35	\$0.00
VFW	0	0	\$4.80	\$140.35	\$0.00
Orono Softball Association	176	0	\$4.80	\$140.35	\$844.12
Orono Schools – High School Baseball	35	35	\$4.80	\$140.35	\$5,080.15
Diamond Devils	18	18	\$4.80	\$140.35	\$2,612.65
<b>TOTAL</b>					<b>\$10,000.00</b>

VMP	\$	50.00		
Rainbow	\$	50.00		
Timpe Field	\$	50.00	per hr	min 2

	VMP	TIMPE	RAINBOW	
Orono Baseball Association	46	4	138	\$ 9,400.00
American Legion				\$ -
VFW				\$ -
Orono Softball Association	44		132	\$ 8,800.00
Orono Schools – High School Baseball		35		\$ 3,500.00
Diamond Devils		18		\$ 1,800.00
				\$ 23,500.00



## **BALLFIELD SIGN ADVERTISEMENT GUIDELINES**

### **Purpose**

The following policy has been created to establish guidelines for advertising signs located on City property for the purpose of generating revenue for specific programs or facilities provided, managed and maintained by the City of Maple Plain. Advertisement space is limited only to City ballfields with outfield fences.

Timpe Field and the softball field at Northside Park provide an opportunity for the City and local businesses and community organizations to advertise their services and promote the community.

### **Sign Content**

The City of Maple Plain shall only consider advertisements from local business establishments and community organizations. Maple Plain businesses and community organizations shall have priority over space and placement of signs.

Advertisements that are libelous or obscene will not be accepted. No signs advertising the sale or consumption of alcohol or tobacco or depicting alcohol or tobacco names, brands, images or the like are allowed.

### **Signs and Sign Production**

The business or organization shall provide the City of Maple Plain with a camera-ready art of the sign along with a completed sign permit application for review and approval by the City Administrator. The cost of producing and placing signs are the expense of the business or organization.

Signs shall be professionally designed and produced, and be of size, weight and other features so as not to cause damage to the site or facility and not detract from the enjoyment of the area. Signs may not have a hard surface.

Signs should not exceed 7 feet (height) x 7 feet (width) in size.

### **Rental Fee**

The fee for renting a space on a park fence is \$300 per year. The rental fee shall be paid prior to installation of the sign and by March 30 each year thereafter.

### **Sign Installation**

Installation of signs begins April 15 each year. Signs must be removed by October 30. Installation and removal of signs must be supervised by Public Works. Signs must be installation-ready and capable of being affixed to existing park fencing.

The City shall determine the location of signs.

**Use of Proceeds**

The sale of space on park fences shall be used for general park maintenance and other park purposes. Funds generated by sign sales at Timpe Field shall be directed for maintenance of Timpe Field and park facilities used by Timpe Field patrons.

**Other Guidelines**

Signs are the property of the businesses and organizations. It is the responsibility of local businesses and community organizations to maintain their signs, including replacement. Signs may be replaced only once during the calendar year. If the replacement sign is of a new design, the new design must be approved prior to installation.

The City of Maple Plain reserves the right to disallow advertisements or to remove signs for any reason.